



We are currently accepting applications for the full-time position of:

Office Manager Land Use, Health and Development Department

**Anticipated Hiring Range: \$52,672 - \$61,910
With excellent benefits**

<p>The <u>REQUIRED</u> Town of Lexington application must be received in the Town's Human Resource Department by Friday, May 20, 2016</p>

GENERAL PURPOSE

Manage all administrative functions for Building, Conservation, Health and Zoning divisions and supervise clerical and administrative activities performed by department office staff.

SUPERVISION RECEIVED

Works under the general direction of the Assistant Town Manager for Development.

SUPERVISION EXERCISED

Supervises four (4) full-time-equivalent employees in such position titles as Department Assistant. Supervisory activities include providing performance feedback, conducting formal performance reviews, hiring and orientation of new employees, providing training and development, assigning and reviewing work, scheduling work hours and granting time off to ensure adequate daily office coverage, and disciplining employees. Also supervises volunteers, tracking hours worked and assigning projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee or perform directly: accounts payable, payroll, and maintenance of time records.

Maintain accurate leave time records for department office staff.

Reconcile monthly revenue/expenditure reports; indicate appropriate adjustments as necessary. Processes daily turnover of receipts and fees and bi-weekly PayPal turnover. Perform various functions in the processing and administration of contracted department services, including preparation of contract documents, letter of award and purchase orders for signatures and execution; maintain contract records and follow up for contract compliance.

Responsible for production and accuracy of budget documents; assist in gathering of budget information, compile and review data, track budget changes, and prepare presentation materials. Periodically provides reports from municipal accounting software system. Maintains book-keeping for overtime hours billed to third-parties.

Serves as coordinating office support person for ViewPermit permitting software.

Administer purchasing procedures consistent with procurement law.

Serve as department coordinator for Town of Lexington standard procedures, updating staff when procedures are revised, and informing and training department staff and managers on proper procedures.

Handle correspondence, screen mail and phone calls, make appointments, keep tickler file and maintain calendar, submit department work orders, and order department supplies.

Draft and type documents using word processing, spreadsheet, database or other computer applications, such as ViewPermit.

Coordinate work assignments of office personnel, prioritize work flow, and monitor office procedures and deadlines. Coordinate departmental coverage and staff schedules. Maintain staff clothing allowance.

Coordinate communications between Department Managers and Department Assistants.

Provide guidance to support personnel on more complex issues and procedures, or perform directly.

Provide administrative computer support by creating (or supervising others who create or maintain existing) computer databases/spreadsheet/files. Oversee webpages.

Maintain current knowledge of divisional operations and projects and provides information and assistance to other departments and the public. Acts as department assistant as needed.

Oversee periodic reporting to regulatory agencies.

QUALIFICATIONS

Experience and Training Guidelines

Associate's degree, secretarial/vocational training, and three to five (3-5) years of increasingly responsible secretarial experience; or any equivalent combination of education and experience.

Knowledge of:

Operation, services, and activities of the Town, such as open meeting law requirements.
Business letter writing and basic report preparation techniques.
Modern office procedures and methods including computer equipment and software applications.
Basic purchasing processes.
Principles and procedures of record keeping, supervision, performance evaluation, and budgeting.
Customer service techniques.
English usage, spelling, grammar and punctuation.

Ability to:

Perform difficult administrative support services.
Demonstrate good judgment and personal initiative.
Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities; interpret, explain and enforce department policies and procedures.
Perform basic financial, accounting and personnel activities.
Coordinate multiple tasks and projects.
Provide guidance to subordinate staff.

Maintain confidentiality.
Independently prepare correspondence and memoranda.
Take and transcribe dictation at a speed necessary for successful job performance.
Type at a speed necessary for successful performance.
Work independently in the absence of supervision.
Maintain confidential records and reports.
Operate and use modern office equipment including a computer, software, and Internet applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition which permits:

- *sitting for extended periods of time*
- *operating office equipment including computer, copier and telephone*
- *typing for extended periods of time*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *operating assigned equipment*
- *answering questions*
- *speaking in a clear and audible voice*
- *effectively working with numbers*

Maintain mental capacity which permits:

- *making sound decisions*
- *communicating clearly*
- *responding to questions*

Effectively handle a work environment and conditions which involve:

- *working closely with others*
- *working with the public*

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet and database software) and general office equipment (e.g., telephone, copier, facsimile, printer); calculator.

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

In performing the duties of this job, the employee is frequently required to talk, hear, sit, stand, walk, bend or stoop, reach, push or pull, and apply significant manual dexterity and hand eye coordination. The employee routinely lifts and carries up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed in an open office setting, with quiet to moderate noise level.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a CORI screening and background check prior to appointment.

<p>Applications and resumes must be received in the Town's Human Resource Department by Friday, May 20, 2016</p>

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
